



Accessing JEWELS

(Judicial Education Web Learning System)

As of September 20, 2006

Introduction

Many Missouri Judiciary staff has expressed their desire to participate in education classes over the internet, thus allowing staff to stay in their office when receiving training for infrastructure software upgrades, JIS case management, or soft skills education. In response to this need, OSCA implemented a web registration system known as JEWELS (Judicial Education Web Learning System). Staff has the ability to change some student information (such as name), register for SOME Classroom (Live) sessions, register for Videoconferences, and launch WBT (web-based training) courses.

A user must be logged into the judiciary network in order to access JEWELS. It cannot be accessed from home. This manual is designed to instruct individuals on how to access JEWELS.

As always, if you have difficulty with this or any other computer system, contact the OSCA Help Desk through Lotus Notes or by phone at 1-888-541-4894 or 573-522-5577.

Accessing JEWELS

1. Double click on the Internet Explorer icon shown:



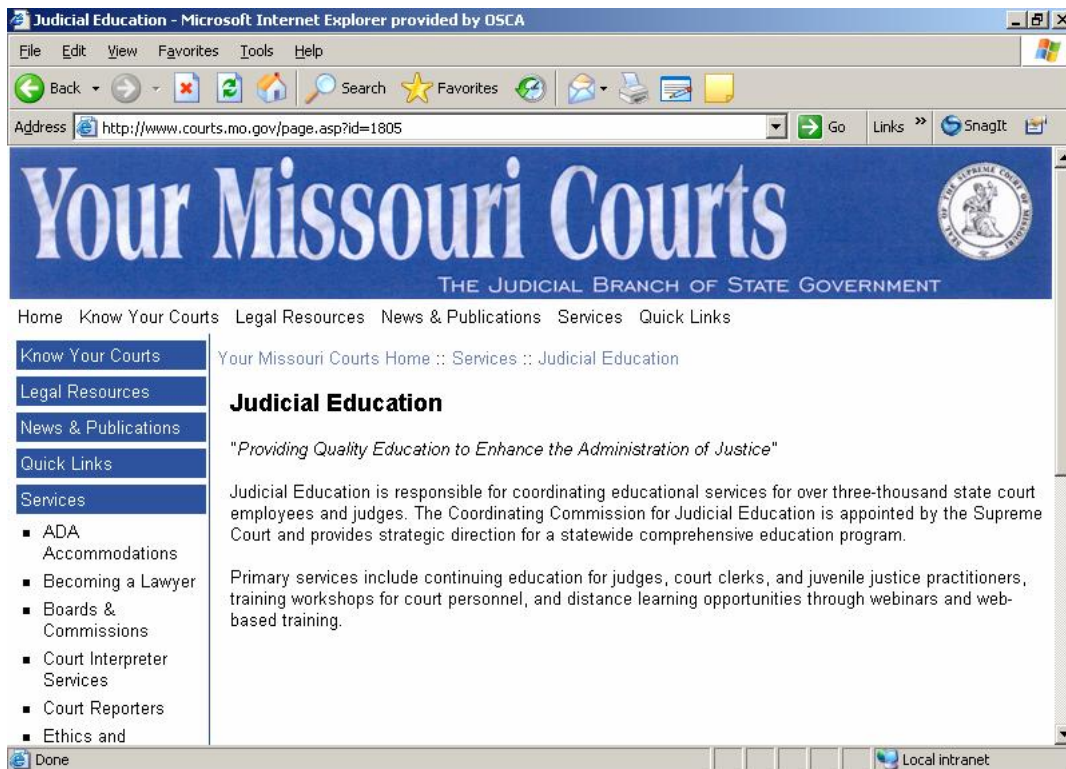
- If your default web site is not the Missouri Judiciary home page, enter the following URL in the Address field: <http://www.courts.mo.gov/>
- If your default web site is the Missouri Judiciary home page, you should see the home page as displayed below. Proceed to #2 below for detailed instructions.



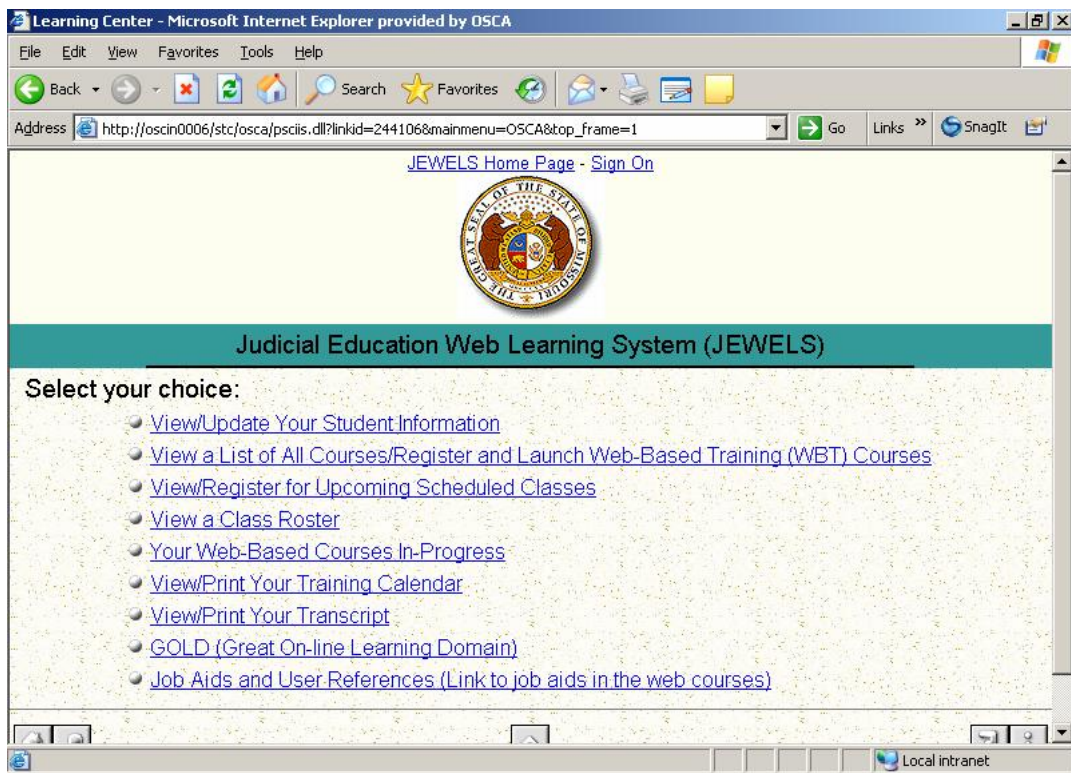
2. Click on the **Services** link. Select Judicial Education.



3. The **Judicial Education** home page then displays.



4. Scroll down on the Judicial Education home page until you locate the link to JEWELS. Click on the **JEWELS (Judicial Education Web Learning System)** link.
5. The **JEWELS** home page displays.



6. To **log onto JEWELS**:

- Click on **Sign On** (top center of the screen).
- Type in your **SSN** with dashes. As you type the SSN a row of asterisks will appear. The SSN is treated like a password. Do **NOT** give other individuals your SSN to take a class. If you are not in the database, you can add yourself to the database (instructions follow).
- Click **OK**.
- Once you have clicked on OK, your name will appear between the state seal. You are now logged onto the system. **NOTE: Any actions taken at this time will be attributed to your ID.** Your screen looks as follows:

